



Cabinet for Health and Family Services Division of Kentucky Electronic Health Information

Policies – Information Technology

Category: 16 000.000

**Category Title: DIVISION OF KENTUCKY ELECTRONIC HEALTH INFORMATION
OBLIGATIONS: Protected Health Information**

000.000 Policy Title: Employee and Contractor Access to Protected Health Information (PHI)

Policy: Any Division of Kentucky Electronic Health Information or KHIE employee or contractor who has access to Protected Health Information (PHI) shall use the minimum necessary information based on job function and purpose. This Policy is intended to comply with HIPAA requirements for the minimum necessary standard. Nothing under this policy is intended to impose any duty upon any he Division of Kentucky Electronic Health Information or KHIE employee or contractor other than those duties imposed under HIPAA and other applicable state and federal law. In the event there is a conflict between this policy and HIPAA, the requirements of HIPAA will apply.

If any employee or contractor that has questions or concerns regarding protected health information within the Division of Kentucky Electronic Health Information they may contact the executive director of the Division of Kentucky Electronic Health Information.

General: The Division of Kentucky Electronic Health Information and KHIE have employees and contractors who have the need to access PHI to carry out their duties. The Division of Kentucky Electronic Health Information will make reasonable efforts to limit the access to PHI in accordance with the needed level of access according to job duty.

Regardless of job duty any employee or contractor shall not access any individual's PHI except to perform legitimate employment and contractor activities on behalf of the Division of Kentucky Electronic Health Information.

Any the Division of Kentucky Electronic Health Information or KHIE employee or contractor needing access to PHI to carry out a legitimate activity of their employment or contractor work by the Division of Kentucky Electronic Health Information or KHIE to which the employee or contractor generally otherwise does not have access by reason of their normal job function should obtain the permission of the Executive Director before accessing any PHI.

Scope: This policy applies to all the Division of Kentucky Electronic Health Information and KHIE employees and contractors, including all persons providing contractor services.

Policy/Procedure Maintenance Responsibility: The Division of Kentucky Electronic Health Information is responsible for the maintenance of this policy.

Exceptions: There are no exceptions to this policy.

Review Cycle: Annual

Timeline:

Revision Date:

Review Date: 01-15-2015

Effective Date: 06-15-2011

Cross-Reference:

Health Insurance Portability and Accountability Act (HIPAA) of 1996